



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Alternate Assessment based on Alternate Achievement Academic Standards Exceeding 1 Percent Activities Descriptions**

### **LEA Participation Eligibility Training Plans**

The Local Education Agency (LEA) Participation Eligibility Training Plan is each LEA's plan for training Individualized Educational Plan teams on how to effectively determine which students are eligible for the alternate assessment participation. Training plans will consist of a calendar of activities, target audiences (e.g., special education coordinators, teachers, related service providers, parents/guardians), training goals, training materials, and attendance records. Below you will find the requirements for each component of the training plan. Plans can be submitted to the Office of the State Superintendent of Education (OSSE) in Microsoft Word, PowerPoint or Excel via the Alternate Assessment Eligibility Quickbase Application, under the Exceeding 1 Percent page by **Sept. 13**.

- Calendar of activities
  - Provide dates and activities associated with the training plan
- Target audiences
  - Provide a list of who is expected to attend the training (SPED coordinators, teachers, RSPs, parents/guardians)
- Training goals
  - Provide a detailed explanation of the training's purpose and what educators will take away from the training. A minimum of **three** goals must be included.
- Training materials
  - Provide evidence of training materials (e.g., slide decks, handouts, webinar, etc.)
- Attendance records
  - Provide a copy of the training sign-in sheet

### **LEA Alternate Assessment Disproportionality Self-Study Plan**

The LEA Alternate Assessment Disproportionality Self-Study plan is each LEA's plan for identifying disproportionality within subgroups determined eligible for alternate assessment participation. The plan will consist of a year-long self-study which addresses how the LEA will reduce disproportionality in alternate assessment participation, as well as a final report on self-study results. Plans can be submitted to OSSE in Microsoft word, PowerPoint or Excel via the Alternate Assessment Eligibility Quickbase Application, under the Exceeding 1 Percent page by **Oct. 4**.

### **LEA Eligibility Determination Process Submission to OSSE**

The LEA Eligibility Determination Process is each LEA's plan for determining which students are eligible for the alternate assessment participation. Plans will consist of the LEA's identification procedures, application process, IEP review process and final selection process. The LEA Eligibility Determination Process will need to clearly outline the steps the LEA takes prior to submitting

students to OSSE for review. Plans can be submitted to OSSE in Microsoft Word, PowerPoint or Excel via the Alternate Assessment Eligibility Quickbase Application, under the Exceeding 1 Percent page by **Oct. 15**.

- **Guiding Questions**

- What steps has your LEA taken to effectively determine if students are eligible for alternate state-wide assessments? Provide a detailed response highlighting the actions taken by the LEA to identify students.
- How does your LEA identify eligible students for alternate assessment participation? Describe your identification process.
- What criteria do IEP teams use to determine if students require an alternate assessment?
- Describe your LEA's process for reviewing identified students before submitting to OSSE.
- Describe your LEA's process for determining which disability classifications are acceptable for alternate assessment participation.

## **LEA Certified Roster of Eligible Students**

The LEA Certified Roster of Eligible Students is each LEA's list of students that have been determined eligible for alternate assessment participation prior to submission to OSSE. LEAs must execute their eligibility determination process in order to certify a roster of eligible students. Rosters can be submitted to OSSE in Microsoft Word, PowerPoint or Excel via the Alternate Assessment Eligibility Quickbase Application, under the Exceeding 1 Percent page by **Oct. 15**.

## **Exceeding 1 Percent Cap Justification**

The Exceeding One Percent Cap Justification form is for those LEAs that assessed more than one percent of their students with the alternate assessment. Any LEA that contributes to the state exceeding its participation cap must submit information to OSSE justifying the reason for exceeding the 1 percent threshold. LEAs that exceeded the 1 percent cap for the 2018-19 school year must complete the form in its entirety and submit to OSSE. Download the form from the Alternate Assessment Eligibility Quickbase Application, under the Exceeding 1 Percent page by **Nov. 5**.

## **Targeted Training Plans for Flagged IEP Teams**

Targeted training plans for flagged IEP teams is the LEA's plan for supporting IEP teams that have been identified for misidentifying students for alternate assessment participation after receiving initial training from the LEA. The plan will consist of how the LEA will train IEP teams to effectively determine which students are eligible for the alternate assessment participation. Plans can be submitted to OSSE in Microsoft Word, PowerPoint or Excel via the Alternate Assessment Eligibility Quickbase Application, under the Exceeding 1 Percent page by **May 13, 2022**.

## **Disproportionality Self-Study Results**

The LEA Alternate Assessment Disproportionality Self-Study plan is each LEA's plan for identifying disproportionality within subgroups determined eligible for alternate assessment participation. LEAs will provide OSSE with findings after conducting a self-study. Plans can be submitted to OSSE

in Microsoft Word, PowerPoint or Excel via the Alternate Assessment Eligibility Quickbase Application by, under the Exceeding 1 Percent page **Oct. 7, 2022.**

For questions on activities for LEAs that exceed the 1 percent cap on alternate assessment participation, please contact Michael Craig at [Michael.Craig@dc.gov](mailto:Michael.Craig@dc.gov) or (202) 257-3371.